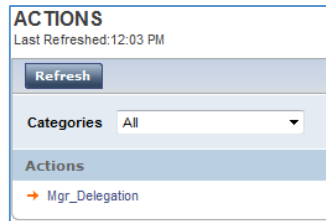


## Requesting Backup Coverage

- 1 Select **Temporary Delegation** from the **Related Items** pane.



ACTIONS  
Last Refreshed: 12:03 PM

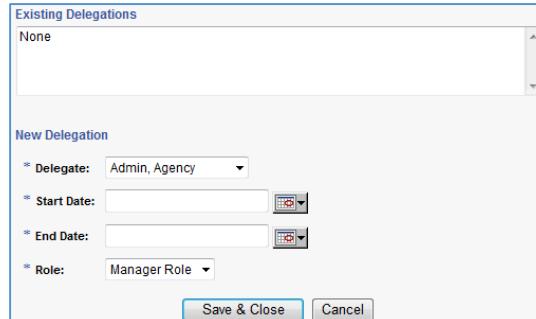
Refresh

Categories: All

Actions

→ Mgr\_Delegation

- 2 Select **Mgr\_Delegation**.



Existing Delegations  
None

New Delegation

\* Delegate: Admin, Agency

\* Start Date: [Calendar Icon]

\* End Date: [Calendar Icon]

\* Role: Manager Role

Save & Close Cancel

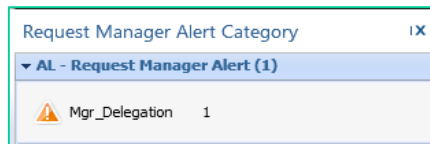
- 3 Select the **Delegate** from the drop down. Note: If other delegation assignments exist, an Action window displays. Click the **Create New Delegation** button, click the **Next** button.
- 4 Select the **Start Date** and **End Date**.
- 5 Select the profile that identifies the tasks to be delegated from the **Role** drop-down.
- 6 Click **Save & Close**. The delegation request is sent to the Manager/Supervisor's Inbox.

## Accepting or Declining Backup Coverage Requests

- 1 Select the **Requests** icon to open it.



- 2 Click on **Mgr\_Delegation**.

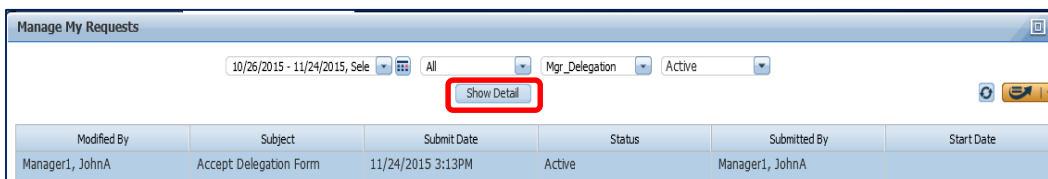


Request Manager Alert Category

AL - Request Manager Alert (1)

Mgr\_Delegation 1

- 3 The **Manage My Requests** widget displays. Highlight the request and click the **Show Detail** button.



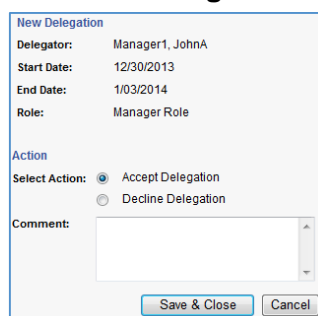
Manage My Requests

10/26/2015 - 11/24/2015, Sel All Mgr\_Delegation Active

Show Detail

Modified By	Subject	Submit Date	Status	Submitted By	Start Date
Manager1, JohnA	Accept Delegation Form	11/24/2015 3:13PM	Active	Manager1, JohnA	

- 4 Click the **Accept Delegation** or **Decline Delegation** radio button. Add a comment, if desired.
- 5 Click **Save & Close**.



New Delegation

Delegate: Manager1, JohnA

Start Date: 12/30/2013

End Date: 1/03/2014

Role: Manager Role

Action

Select Action: ☒ Accept Delegation ☐ Decline Delegation

Comment:

Save & Close Cancel

## Switching to Delegated Roles

- 1 Click the **Switch Role** quick link .

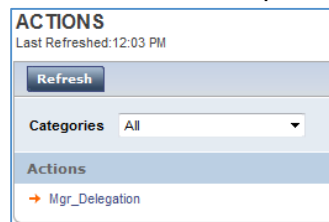
**NOTE:** If the arrow does not display, log off and then log on again using your user name and password.



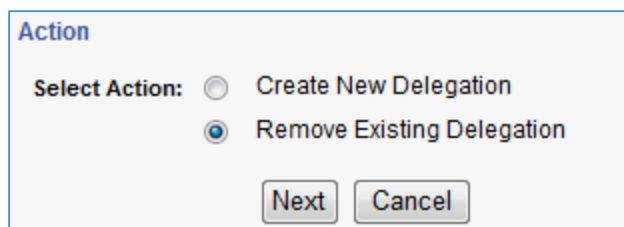
- 2 Select the Manager/Supervisor whose tasks you will perform as his or her delegate. The workspace view changes to that of the delegated manager. Repeat the process to return to your own workspace.

## Canceling Delegations

- 1 Select **Temporary Delegation** from the **Related Items** pane.

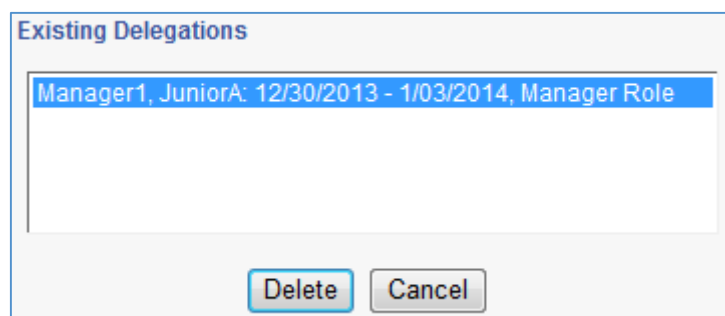


- 2 Select **Mgr\_Delegation**.



- 3 Click **Remove Existing Delegation**.

- 4 Click the **Next** button.



- 5 Select the existing Manager/Supervisor delegation to be cancelled and click the **Delete** button.